

DEPARTMENT OF GENERAL SERVICES Records Management Division		Schedule # 2422
RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 1
DEPARTMENT OF HEALTH AND MENTAL HYGIENE Office of Equal Opportunity Programs		
This schedule supersedes schedule 2334 and 2334A1.		
	DESCRIPTION	RETENTION
1	<u>EQUAL ACCESS COMPLIANCE UNIT</u> EACU Complaint Case Files	1. Retain complaint case files in office for two (2) years after closing. Transfer to the State Records Center for five (5) years , then destroy.
2	EACU Program Administration Files- LEP Files, correspondence, compliance reports,	2. Retain compliance reports, public notice documentation, etc. in office for two (2) years . Transfer to the State Records Center for three (3) years , then destroy.
3	<u>AMERICANS WITH DISABILITIES ACT PROGRAM</u> ADA Complaint Case Files	3. Retain complaint case files in office for two (2) years after closing. Transfer to the State Records Center for five (5) years , then destroy.
4	<u>EMPLOYMENT EQUITY UNIT</u> EEU Complaint/Charge Files	4. Retain complaint/charge files in office for two (2) years after closing. Transfer to the State Records Center for five (5) years , then destroy.
5	EEU Program Administration Files- Annual EEO Report, employment reports, statistics, and other source information,	5. Screen files, discarding working papers after the Annual EEO Report is issued. Retain two (2) copies of the Annual EEO Report in office for ten (10) years , then destroy if no longer needed.
6	<u>MINORITY BUSINESS ENTERPRISE PROGRAM</u> MBE Complaint Case Files	6. Retain complaint cases in office for three (3) years after closing. Transfer to the State Records Center for five (5) years , then destroy.
7	MBE Program Administration Files - copies of contracts, RFB's, RFP's, solicitations with MBE participation, reports, etc.	7. Screen files after annual reports are issued, discarding working papers 90 days after the report goes to the Governor's Office.. Retain public notice documentation, etc. in office for five (5) years , then, destroy. Retain two (2) copies of the annual compliance report permanently , for eventual transfer to State Archives.
8	<u>SPECIAL PROJECTS/PROGRAMS</u> School programs, minority history month programs, etc.	8. Retain files in office for two (2) years . Transfer to Records Center for five (5) years , then destroy.
APPROVED:(DHMH Official) DATE: <u>FEB 27 2007</u> SIGNATURE: <u>Hilda Davis</u> Hilda Davis, Director, OEOP		AUTHORIZED:(State Archives) DATE: <u>25 May 07</u> Signature: <u>Edward C. Papenfuse Jr.</u> Edward C Papenfuse Jr., State Archivist